

# REQUEST & MATTER MANAGEMENT FOR IN-HOUSE LEGAL TEAMS



# **\*\*CHALLENGES\*\***

<b>1.</b>	Multiple Requests from Multiple Departments!!
<b>2.</b>	Request Validation!! (Valid or Invalid Request)
<b>3.</b>	No Centralized Document Repository!! (Makes it difficult to search the right document at the right time)
<b>4.</b>	Centralized Collaboration between Team Members!! (No record of past communications)
<b>5.</b>	Tasks for different Team Members!! (How to track the status of tasks assigned to different users)
<b>6.</b>	Collaboration with Outside Counsel!!
<b>7.</b>	Alerts!! (Next Hearing Date, Orders, Tasks, Cause List)
<b>8.</b>	Report Generation for Higher Management!!

## WHY REQUEST & MATTER MANAGEMENT??

1.	How to create a unified workflow to manage requests from multiple departments?
2.	How to create a centralized repository for all the documents, data and information to find the right document at the right time?
3.	How to keep all communication in one place for easy access, tagged to respective matter?
4.	How to assign tasks to appropriate staff and improve productivity?
5.	How to manage outside counsel?
6.	How to get real-time case alerts on your phone and mail?
7.	How to generate reports on the basis of request received from multiple departments?

# HOW TECHNOLOGY CAN HELP?



01

**Create & Manage Workflows from different Departments !!**

03

**INTRA TEAM COMMUNICATION !!**

05

**REAL TIME CASE ALERTS !!**

02

**Centralized Document Repository !!**

04

**HOW TO MANAGE OUTSIDE COUNSEL !!**

06

**ASSIGN & MONITOR TASKS !!**



# THANKS!

**Do you have any questions?**

[dushyant@manupatra.com](mailto:dushyant@manupatra.com)

[contact@manupatra.com](mailto:contact@manupatra.com)

+91 9068764666

<https://www.mykase.in/>



**Next Session** – “Managing end-to-end Lifecycle of Legal Notices – Online”

**Date** – 14<sup>th</sup> March'24 – 04:00P.M to 05:00 P.M